



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Child Support

Division: Family Support Division

Sub-Section:

**TITLE:** Child Support Checks

**CUTOFF:**

**DESCRIPTION:** Copies of unmatched child support checks used to verify that the state received the check.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Shred

**SERIES:** 8468

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Closed (Child Support Enforcement) Case Files

**CUTOFF:**

**DESCRIPTION:** Closed (Child Support Enforcement) Case Files

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Shred

**SERIES:** 8471

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Closed Recovery Cases

**CUTOFF:**

**DESCRIPTION:** Files created when custodial parent (client) retains child support payments and Aid to Families with Dependent Children (AFDC) payments at the same time.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Shred

**SERIES:** 8474

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Child Support

Division: Family Support Division

Sub-Section:

**TITLE:** Computer Reports

**CUTOFF:**

**DESCRIPTION:** Child Support Collections, Support Enforcement Unit - 203 Error Reports, Bill Form - 191 Maintenance Reports - Deficit Reduction Act.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Shred

**SERIES:** 8466

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Consumer Dispute Verifications

**CUTOFF:**

**DESCRIPTION:** Consumer Dispute Verifications

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Shred

**SERIES:** 13746

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** County Payroll Vouchers

**CUTOFF:**

**DESCRIPTION:** County Payroll Vouchers

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Shred

**SERIES:** 8469

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Child Support

Division: Family Support Division

Sub-Section:

**TITLE:** Recipient Payroll Vouchers

**CUTOFF:**

**DESCRIPTION:** Recipient Payroll Vouchers

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Shred

**SERIES:** 8472

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Reimbursement File

**CUTOFF:**

**DESCRIPTION:** County claims for Federal Reimbursement

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Shred

**SERIES:** 8467

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Report of Monies Received (CSE-191 and CSE-215)

**CUTOFF:**

**DESCRIPTION:** Records Microfilmed. Paper destroyed. Film kept 5 yrs.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Shred

**SERIES:** 8473

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Child Support

Division: Family Support Division

Sub-Section:

**TITLE:** State Intercept Case Files

**CUTOFF:**

**DESCRIPTION:** State Intercept Case Files

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Shred

**SERIES:** 8470

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996